


1. RECORDS PLAN (Check one): <input type="checkbox"/> Initial <input checked="" type="checkbox"/> Revised		2. DATE PREPARED: 05/14/2003		3. OFFICE OF RESPONSIBILITY (Include organizational element; department, group, etc.): Customer & Employee Relations Directorate, Employee & Organizational Development Department, CD20			SHEET <u>1</u> OF <u>4</u> SHEETS	
4. CUSTODIAN: Brandy Carter & various, as indicated		5. PHONE NUMBER: 544-6324	6. BLDG. NO.: 4200	7. RM NO.: 344	8. LOCATION OF RECORDS (Bldg. No., Room No., etc.): 4200/Various rooms/custodians	9. SIGNATURE OF APPROVING OFFICIAL:  Susan Cloud		
10. AFS NO.	11. RECORDS TITLE, DESCRIPTION AND FILING ARRANGEMENT			12. DISPOSITION INSTRUCTIONS		13. DISPOSITION AUTHORITY		
1410	Directives, Instructions, etc. - Routine Issuances. Organizational Issuances, CaER Directorate: CD20-OWI-002 - Document Control CD20-OWI-014 - Development Programs CD20-OWI-015 - Professional Intern Program CD20-OWI-016 - Incentive Awards CD20-OWI-017 - Employee & Organizational Development Department Processes CD20-OWI-018 - Co-op Education Program (See the electronic master list.) (Brandy Carter, Rm. 344)			Destroy when superseded or obsolete.		NRRS 1/72b.2		
1442	Administrative Office Files (Records accumulated by individual offices that relate to the internal administration or housekeeping activities of the office rather than the functions for which the office exists. In general, these records relate to the office organization, staffing, procedures, and communications; the expenditure of funds, including budget records; day-to-day administration of office personnel including training and travel; supplies and office services and equipment requests and receipts; and the use of office space and utilities. They may also include copies of internal activity and workload reports (including work progress, statistical, and narrative reports prepared in the office and forwarded to higher levels) and other materials that do not serve as unique documentation of the programs of the office.) (Bill Brewster/Brandy Carter, Rm. 344/344A)			Destroy when 2 years old.		NRRS 1/78I		
1700	Safety Activities Records (Records of safety activities by designated organizational personnel other than the office of functional responsibility for the safety program, including Supervisor Safety Visit records, minutes of periodic safety meetings, fire extinguisher location logs, and related materials. Internal organizational safety activities records would be included in this item. Cutoff date is date of document, activity, or entry in log.) (Tina Smith, Rm. 352)			Handle as permanent pending retention approval.		Unscheduled (NRRS 1/117.5A approval pending)		
3100	Executive Positions Files - Performance Evaluation Files (non-SES). CD20 summary performance appraisals and job elements/standards upon which they are based. (Bill Brewster, Rm. 344A)			Destroy 4 years after date of appraisal.		NRRS 3/5A.4		

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3400	<p>Training Records - General</p> <p>3400.1 Announcement Files: Correspondence, announcements, reference file of pamphlets, notices, catalogs, and other records relating to or which provide information to training course or programs offered by government or non-government organizations, but are not a part of a separate case file. (Georgann Freeman, Rm. 340A; Tina Smith, Rm. 352; Paulette Davy, and Laura Groce, Rm. 338; Janie Moyers, Rm. 304; Chris Robinson, Rm. 353; Vanessa Suggs, Rm. 302B; Chrissa Hall, Rm. 354; Ela Washington, Rm. 350; Vicky Scherberger, Rm. 348C; Ronald McDonald, Rm. 352; Brandy Carter, Rm. 344A; Renee Reynolds, Rm. 348B; Pat Schultz, Rm. 346C; Jerry Miller, Rm. 346A; Bill Brewster, Rm. 344A)</p> <p>3400.2 Contract Training Files (Copies of contracts, correspondence, approvals, waivers, and other documents relating to NASA employees training under contracts)</p> <p>3400.3 Contract Training Files (Background, working papers, announcements, and arrangements of subject contract training)</p> <p>3400.4 Non-Contract Training Files (Applications acceptances, and all other documents relating to non-contract training of NASA employees)</p> <p>3400.5 Training Aids (All training aids, including the record copy of manuals, syllabuses, textbooks, and other original training aids developed by the agency, either published or unpublished, in instructing NASA training courses) - Routine or copies of training materials used to teach an Agency-sponsored training class.</p> <p>3400.6 Training Aids (All other copies other than the record copy covered in item 3/33E.2 above)</p> <p>3400.7 Agency-Sponsored Training Files (General file of agency-sponsored training, EXCLUDING record copy of training materials, see 3/33C above): Correspondence, memoranda, agreements, authorizations, reports, requirement reviews, plans, and objectives relating to establishment and operation of training, courses, and conferences.</p> <p>3400.8 Agency-Sponsored Training Files - Background and working files excluding items n 3/33F.1 above</p> <p>3400.9 Technical Training - Case files on NASA personnel participating in technical training programs, such as soldering and optics.</p>	<p>Destroy when 5 years old, or when superseded or obsolete, whichever is sooner.</p> <p>Destroy when 3 years old or 3 years after completion of specific training program.</p> <p>Destroy when 3 years old.</p> <p>Destroy when 3 years old.</p> <p>Destroy when superseded or obsolete or when 5 years old, whichever is sooner.</p> <p>Destroy when no longer needed or when 3 years old, whichever is sooner.</p> <p>Destroy when 5 years old or 5 years after completion of a specific training program.</p> <p>Destroy when 3 years old.</p> <p>Destroy 5 years after separation of employee or when no longer needed.</p>	<p>NRRS 3/33A.1</p> <p>NRRS 3/33C.1</p> <p>NRRS 3/33C.2</p> <p>NRRS 3/33D</p> <p>NRRS 3/33E.2</p> <p>NRRS 3/33E.3</p> <p>NRRS 3/33F.1</p> <p>NRRS 3/33F.2</p> <p>NRRS 3/33G.2</p>

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	3400.10 On-the-Job Training Record keeping copy (paper).	Destroy on transfer or separation of employee, or when 5 years old, whichever is sooner.	NRRS 3/33H.1
	3400.11 On-the-Job Training Electronic copy. (Georgann Freeman, Rm. 340A; Tina Smith, Rm. 352; Paulette Davy, and Laura Groce, Rm. 338; Janie Moyers, Rm. 304; Chris Robinson, Rm. 353; Vanessa Suggs, Rm. 302B; Chrissa Hall, Rm. 354; Ela Washington, Rm. 350; Vicky Scherberger, Rm. 348C; Ronald McDonald, Rm. 352; Renee Reynolds, Rm. 348B; Pat Schultz, Rm. 346C; Jerry Miller, Rm. 346A; Bill Brewster, Rm. 344A)	Delete after record keeping copy has been produced.	NRRS 3/33H.2
3410	Training Agreement Files (Agreements between Civil Service Commission (CSC) and NASA pertaining to training, training standards, and all related documents.) (Bill Brewster, Rm. 344A)	Destroy 3 years after termination of agreement.	NRRS 3/34
3410	Cooperative Training Files 3410.1 General training case files, filed by trainee name, showing history of training and all related documentation. (Chrissa Hall Rm, 354	Destroy 3 years after trainee ceases training.	NRRS 3/35A
	3410.2 Secretarial Co-op Files (2-year program). Files consist of documentation and materials related to students in the program and are considered training records. Case files consist of, but are not limited to, copies of the following documentation: SF 52's; transcripts; progress reports from supervisors; and any other documentation related to the individual in the program. (Chrissa Hall, Rm. 354)	Records may be retired to FRC within 1 year after completion of the program. Destroy records when 3 years old (program records will then be 5 years old).	NRRS 3/35B
3410	Training - Report Files. Reports from MSFC to NASA Headquarters concerning training and all related papers. (Bill Brewster, Rm. 344A)	Destroy when 3 years old.	NRRS 3/38A.1
3451	Awards Publicity Files. Documents used in publicizing or encouraging participation in awards programs, including posters, cartoons, placards, and all other means of obtaining attention and announcing results of the programs and all other related papers. (Paulette Davy, Laura Groce, Rm 334)	Destroy when 3 years old.	NRRS 3/39
	Awards and Program Files - Employee. 3451.1 - 1. Award Case Files. Case files including recommendations, approved nominations, memoranda, correspondence, reports and related handbooks pertaining to Agency-sponsored cash and non-cash awards, such as incentive awards, within-grade merit increases, suggestions, and outstanding performance awards.	Destroy 2 years after approval or disapproval.	NRRS 3/40A.1

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	<p>3451.1 - 2. Correspondence or memoranda pertaining to awards from other government agencies or private organizations.</p> <p>3451.1 - 3. Reports pertaining to the operation of the Incentive Awards Program. Including statistical data and other documentation pertaining to the program.</p> <p>3451.2 Length of Service and Sick Leave Award Files. Records including correspondence, memoranda, reports, computations of service and sick leave, and list of awardees.</p> <p>3451.3 Letters of Commendation and Appreciation. Copies of letters recognizing length of service and retirement, and letters of appreciation and commendation for performance, EXCLUDING copies of files in the OPF.</p> <p>3451.4 Agency Award Nominations. Records consist of lists or indexes of nominees and/or winners to Agency Award Nominations. (Paulette Davy, and Laura Groce, Rm. 338)</p> <p>3451.5 Beneficial Suggestions. Suggestions and reports made thereon and related to. (Paulette Davy, Rm. 338)</p>	<p>Destroy when 2 years old.</p> <p>Destroy when 3 years old.</p> <p>Destroy when 1 years old.</p> <p>Destroy when 2 years old.</p> <p>Destroy when superseded or obsolete.</p> <p>Destroy when 2 years old.</p>	<p>NRRS 3/40A.2</p> <p>NRRS 3/40A.3</p> <p>NRRS 3/27</p> <p>NRRS 3/40C</p> <p>NRRS 3/40D</p> <p>NRRS 3/40F</p>
3630	<p>Leave Requests/Applications. Application for leave, SF 71, or equivalent and supporting papers relating to request for and approval of taking leave. (Brandy Carter, Rm. 344A)</p>	<p>Destroy after GAO audit or when 3 years old whichever is sooner.</p>	<p>NRRS 3/49A.2</p>
5100	<p>Procurement Files. Credit Card Files maintained in accordance with MWI 5113.1. Credit Card Purchase Log [(electronic) or (hardcopy) if you do the log manually.] (Georgann Freeman, Rm. 340A; Tina Smith, Rm. 352; Paulette Davy, and Laura Groce, Rm. 338; Janie Moyers, Rm. 304; Chris Robinson, Rm. 353; Vanessa Suggs, Rm. 302B; Chrissa Hall, Rm. 354; Ela Washington, Rm. 350; Vicky Scherberger, Rm. 348C; Ronald McDonald, Rm. 352; Renee Reynolds, Rm. 348B; Pat Schultz, Rm. 346C; Jerry Miller, Rm. 346A; Bill Brewster, Rm. 344C/Rm. 344A)</p>	<p>Destroy 3 years after final payment.</p> <p>Concurrence <u>Paulette K. Davy 5-23-03</u> MSFC Records Manager</p>	<p>NRRS 5/1A.1(b)</p>